

## **SC SUNS Tech Note SC6 – Adding a School**

**Symptom:** Your district has opened a new school, or you need to add a school that was not set up during the SUNS installation.

**Solution:** To add a school, you need to configure each of the three SUNS components—the SIFWorks ZIS, the Edustructures SIF Agent for SASIxp, and the Student Locator Agent—to communicate information about that school.

### **Naming Convention**

Each school in SUNS has its own SIF “Zone”, and we have adopted a naming convention for school zones that consists of the first word of the school name in ALL CAPS, followed by an underscore (“\_”), followed by the 7 digit ID number for that school (which consists of the four digit district ID + the three digit school ID).

For example, if your school is “Westside Elementary”, and if your district ID is 7777 and the school ID for “Westside Elementary” is 097, then the state ID for that school is “7777097”, and the proper zone name is WESTSIDE\_7777097 per the naming convention.

### **Sections and Order**

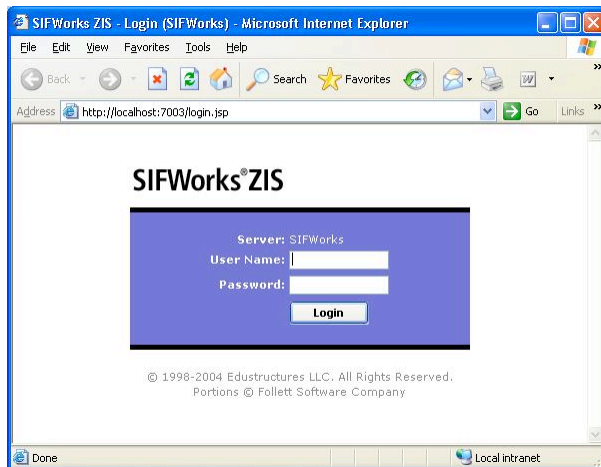
This document is divided into three sections; it’s best to do the steps in the order set forth in this document.

## I. Add School to ZIS

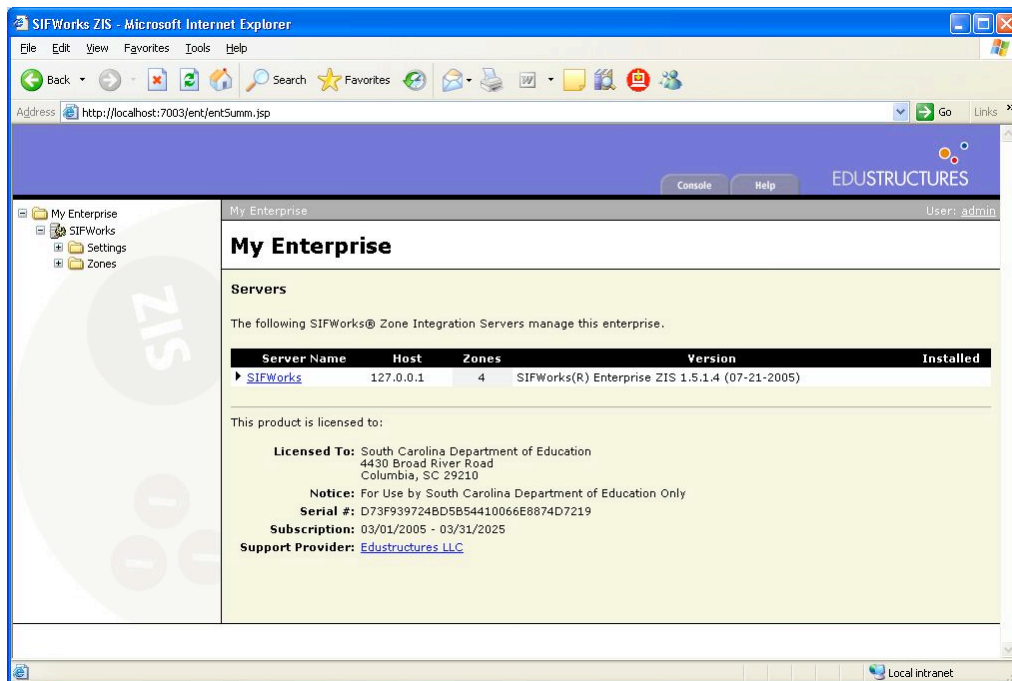
You begin by adding the school to the ZIS.

1. **From the Start menu, select the Edustructures ZIS console**  
On Windows XP and Windows Server 2003, the console is at Start->All Programs->Edustructures-> ZIS->ZIS Console  
On Windows 2000 and earlier, the console is at Start->Programs->Edustructures->ZIS->ZIS Console

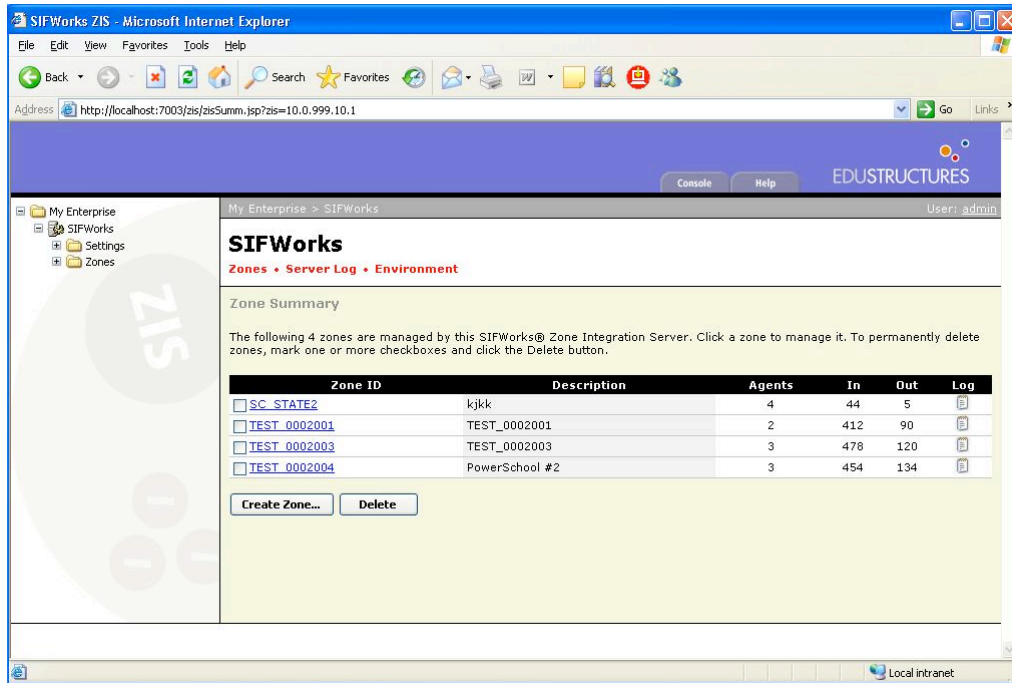
You see a web browser with the ZIS login page:



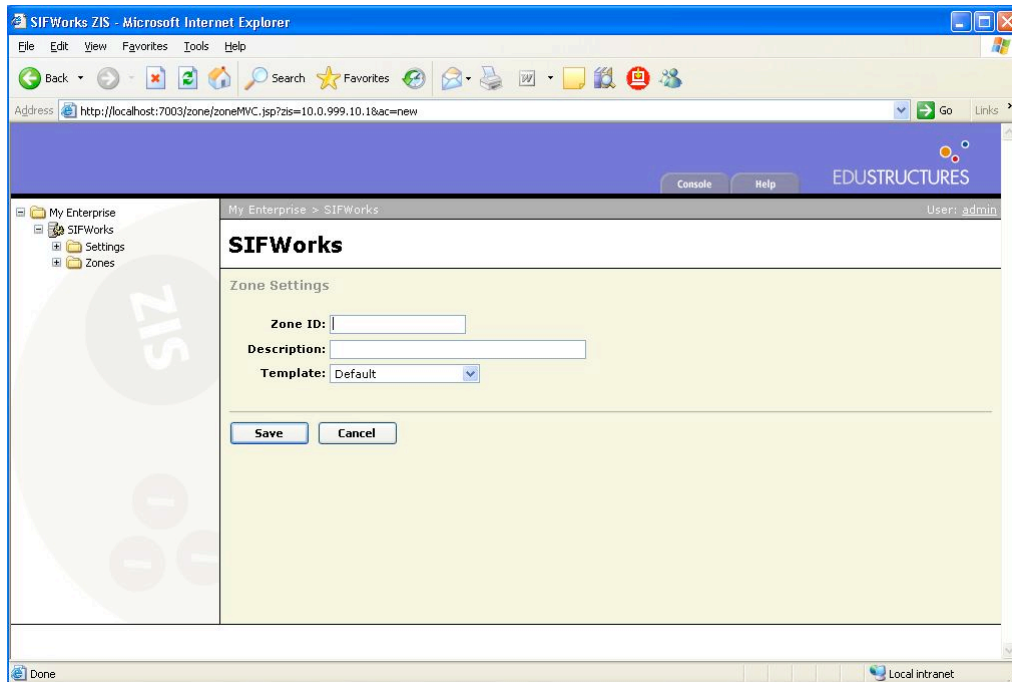
2. **Enter the login name “admin” and the administrator password** (if this is the first time you’ve logged in, it will prompt you to set a password). After logging in, you see the ZIS console view as shown below.



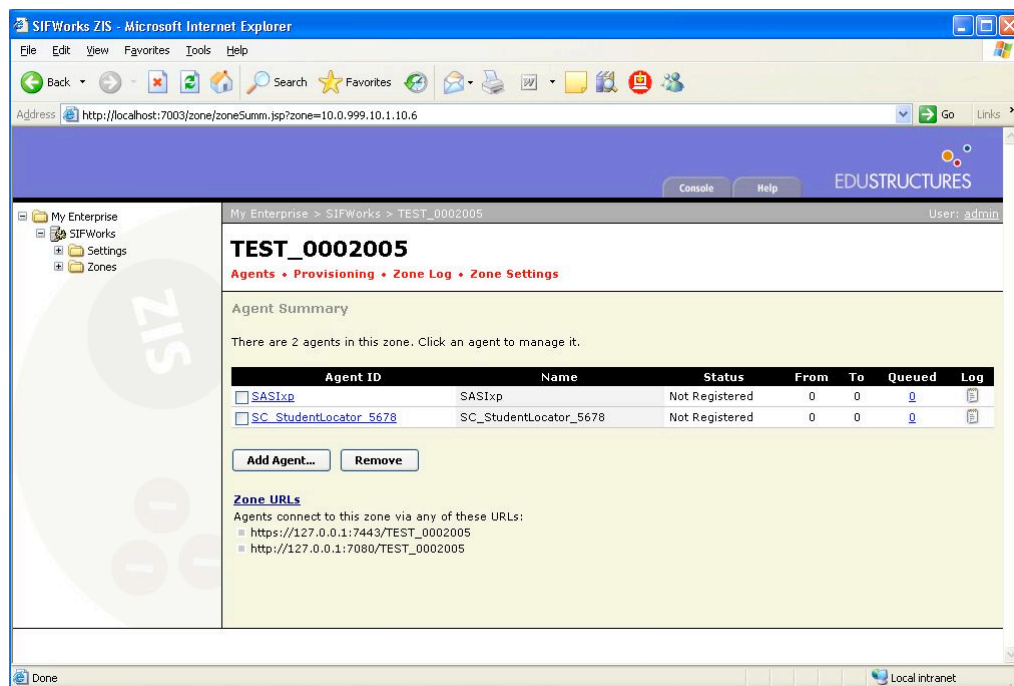
3. Click on the **Zones** link in the upper left side of the ZIS console.  
You see a list of the zones (schools) currently set up in the ZIS.



4. Click the **Create Zone** button.  
You see the Create Zone page.



5. **In the Zone ID field, enter the zone name** (which is in the format AAAAAAAAAA\_DDDDNNN, where AAAAAAAAAA is the first name of the school in ALL CAPS, and DDDD is the four digit district number, and NNN is the three digit school number; in other words, the zone name is set according to the naming convention described earlier).
6. **In the Description field, enter the full name of the school.**
7. **Make sure the Template menu is set to “Default” so that the agents are automatically pre-configured in the ZIS for you.**
8. **Click Save**  
You are returned to the list of zones. The zone you just added appears in the list.
9. **Click on the zone you just added.**  
You see the agents that are part of that zone.
10. **Verify the correct agents are included in the zone.**  
There should be two agents listed, one with the agent ID of **SASlxp** and one with the agent ID of **SC\_StudentLocator\_DDDD** where **DDDD** is your district's 4 digit district code. See the image below for an example.



## Part II. Add the School to the SASI Agent

### 11. Shut down the SASI Agent as follows:

If the agent is running as a service do substeps a through c. If it is running in the “standalone” mode see substeps d through e.

- a) Open the Services applet in Control Panel
- b) Find the service named “Edustructures SASIxp SIF Agent”
- c) Stop the service named “Edustructures SASIxp SIF Agent”; *do not make any changes to the “Edustructures SASIxp SIF Agent Database” service; you should leave that database service running.*

If the agent is running standalone rather than as a service, there will be an icon for it in the tray in the lower right corner

- d) Click the icon in the tray to bring up the SASI SIF Agent console
- e) Select “Exit and Shutdown Agent” from the File menu.

The Console will close and the icon will be removed from the tray.

### 12. With the SASI Agent shut down, use Windows Explorer or My Computer to find the SIFAgents\Edustructures\SASIxp directory

In a default installation this will be at

C:\SIFAgents\Edustructures\SASIxp but your location may differ if you specified a different directory during installation.

### 13. In the SASIxp folder, make a backup copy of the agent.cfg file.

It is **CRITICALLY IMPORTANT** that you back up the agent.cfg file before proceeding. It might be a good idea to make two backups. This is a critically important configuration file.

### 14. Use a text editor like Notepad to open the agent.cfg file in the SIFAgents\Edustructures\SASIxp folder.

Make sure you’re opening the file in that folder, not one of your backup copies.

### 15. Search for the text `</agent>` which is located at the very end of the agent.cfg file.

Most likely the `</agent>` tag will be at the end of a line with some other text, but it may be on its own separate line.

### 16. Place the cursor for editing text just before the `</agent>` tag.

For example, if the line ends `</zone></agent>`, you would place the cursor between the `>` and `<` symbols.

### 17. Press the [enter] key two or three times to create blank lines in the agent.cfg file, just before the `</agent>` tag and after all other text.

Make sure the `</agent>` tag ends up complete with its angle brackets (`<>`) on its own line, below at least two blank lines.

### 18. Place the cursor for editing text at the beginning of one of the blank lines.

It doesn’t matter which blank line you use, so long as it is before the `</agent>` tag.

**19. Type the following lines into the agent.cfg file, substituting the appropriate values:**

```
<zone id="AAAAAAAAA_DDDNNN" template="Default" type="School"
url="http://localhost:7080/AAAAAAAAA_DDDNNN">
<property name="sasixp.schoolnumber" value="NNN"/>
<property name="sasixp.schoolyear" value="5"/>
<property name="sasixp.path" value="//server\folder\sasixp "/>
<property name="sasixp.db.qualified.dsn" value=""/>
</zone>
```

where:

AAAAAAAAAA means the first word of the school name in ALL CAPS

DDDDNNN means the 7 digit ID for the school (four digit district code plus three digit school code)

NNN means the three digit SASI schoolnumber value

\\server\folder\sasixp represents the network path to the school's SASI folder (do not include the "datafiles" folder; the path must be to the sasixp folder that contains the datafiles folder, not to the datafiles folder itself)

Note: If your district uses the SASI Qualified Data Folders option (also known as separate data files), set the "sasixp.db.qualified.dsn" property to "true". For most districts, it should be left as shown above.

Here is a sample from the fictional "Westside" school:

```
<zone id="WESTSIDE_7777097" template="Default" type="School"
url="http://localhost:7080/WESTSIDE_7777097">
<property name="sasixp.schoolnumber" value="097"/>
<property name="sasixp.schoolyear" value="5"/>
<property name="sasixp.path" value="//wsserver\apps\sasixp "/>
<property name="sasixp.db.qualified.dsn" value=""/>
</zone>
```

If you see some zones with an "extra" property line like the following, ignore it; you do not need to put that line in for the new school:

```
<property name="sasixp.dsn" value=""/>
```

**20. Save your changes to the agent.cfg file and exit the text editor.**

**21. Install the seven SASI database files that need to be updated, as follows:**

a. Most districts can get these files from their SUNS CD-ROM; however, if your district was one of the first group of 25 or so to install SUNS, or if your CD-ROM is not available, you can download the files from the site supported by DTS. On the installation CD, the files are in the folder called "support".

Inside that folder you see a folder called "sasi\_file\_updates".

b. Open the "sasi\_file\_updates" folder. You see eight files.

The files are:

- AFLM.MDX
- AEVT.DBF

- AEVT.DBT
- AEVT.MDX
- AFDM.DBF
- AFDM.MDX
- AFLM.DBF
- change\_sasi\_ini.txt

c. Copy the database files (MDX, DBF, and DBT files) to the DATAFILE folder on the server for the new school you are setting up.

d. Open that server's sasixp.ini file and add or change the following keys to the values indicated (this information is also in the change\_sasi\_ini.txt file):

[Monitoring]

UseMonitoring = True

UseEnrMonitoring = True

UseAttendMonitoring = False

## **22. Test the agent.cfg file by starting the SASI Agent in standalone mode:**

a) From the Start menu, select All Programs, then Edustructures, then SASI, then "SASI SIF Agent (Standalone)"

The SIF Agent starts up and shortly an icon will appear in the tray in the lower right corner.

If the agent doesn't start up properly, or the icon doesn't appear, then the agent.cfg file has a problem. Go back and check your data entry to be sure you typed everything in correctly.

b) Once the icon appears in the tray, click it to bring up the SASI SIF Agent console. The console contains one line for each school. Make sure the new school is listed and wait for it to register. Schools that have registered will have a green checkmark to the left.

c) In the console, from the Tools menu, select Advanced and then select Prepare Enrollment Data.

You see the Prepare Enrollment Data window.

d) From the School popup menu in that window, select the school you just added.

e) Click Start.

The enrollment data is prepared for this school. It may take a fairly large amount of time. While the data is being prepared, the "Close" button at the bottom of the Prepare Enrollment Data window is grayed out; when the "Close" button becomes active again, the process is finished.

f) When the enrollment data preparation is finished, click Close to close the Prepare Enrollment Data window.

g) Select "Exit and Shutdown Agent" from the File menu.

The Console will close and the icon will be removed from the tray.

j) Open the Services applet in Control Panel

k) Start the "Edustructures SASIxp SIF Agent" service.

### Part III. Add the School to the Student Locator Agent

**23. Open the Student Locator Agent console from the Start menu.**

From the Start menu, select All Programs, then Edustructures, then Student Locator, then Student Locator Console

A small icon is added to the "System Tray" at the lower right of your Windows desktop.

**24. Click the icon in the System Tray.**

You see a message asking if you want to connect the console to the agent running "On this computer" or "On a remote computer", with the button for "On this computer" selected.

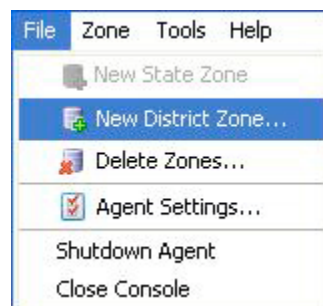
**25. Leave the "On this computer" button selected and click Connect.**

You see the Student Locator Agent console window.

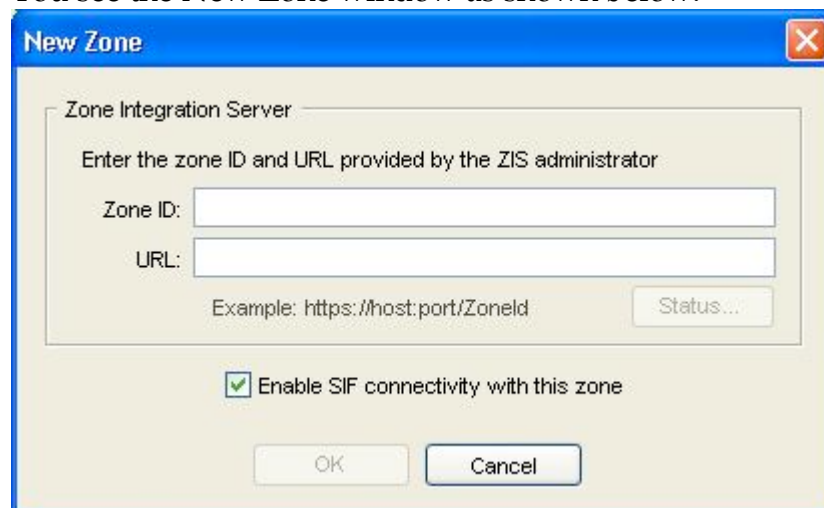
**26. Make sure you are in the Zones view** (if necessary, click on the Zones icon at the left of the Student Locator Agent console).

**27. In the Zones view pane at the right of the console, double-click the "District Zones" line.**

**28. From the File menu, select New District Zone...**



You see the New Zone window as shown below.





29. **In the Zone ID field, enter the zone name** (also known as zone ID, this is in the AAAAAAAAAA\_DDDDNNN format, the same as for the ZIS and the SASI agent).
  30. **Press the TAB key** (pressing TAB moves from the Zone ID field to the URL field and automatically fills in the URL field).
  31. **If the number 7080 appears in URL field, change it to 7443** which is the correct port number.
  32. **Make sure that the “Enable SIF connectivity with this zone” checkbox has a checkmark in it** to be sure of connecting immediately.
  33. **Click OK.**  
If a message appears saying “The agent could not successfully connect to the zone integration server and/or the application database”, click Details, copy the error listing in the Details view, and contact DTS with the information from the Details view.
  34. **From the File menu, select Shutdown Agent.**
  35. **In the Services applet, start the SIF Student Locator service again.**
- You have successfully added your new school.